

St Cleer Parish Council

Facility Hire Terms & Booking Form

Meeting Room / Sports Field / Changing Rooms / MUGA (Multi Use Games Area)

Section 1 – Terms & Conditions of Hire

1. General Conditions

- 1.1. These Terms apply to all bookings for the Meeting Room, Sports Field, Changing Rooms, and MUGA.
 - 1.2. By submitting a booking form, the Hirer agrees to comply with these terms in full.
 - 1.3. All bookings are subject to approval and availability.
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2. Booking and Payment

- 2.1. Bookings must be made using the official form (below) or by email to the Clerk.
 - 2.2. Payment (or deposit) may be required to confirm the booking.
 - 2.3. Regular users may be invoiced monthly in arrears by prior arrangement.
 - 2.4. Payment must be made in full no later than 7 days before the hire date.
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3. Cancellations

- 3.1. Hirers must give at least 7 days' notice to cancel without penalty.
 - 3.2. Cancellations within 7 days may incur a charge of up to 100%.
 - 3.3. St Cleer Parish Council reserves the right to cancel bookings for maintenance, safety, adverse weather (for outdoor use), or Council use. Fees will be refunded in such cases.
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4. Use of Facilities

- 4.1. Facilities must be used only for their intended purpose.
 - 4.2. Hirers must ensure respectful behaviour and minimal noise.
 - 4.3. Facilities must be left clean, secure, and tidy.
 - 4.4. No smoking, vaping, alcohol, or illegal substances allowed on site.
 - 4.5. No amplified sound or floodlighting without written permission.
 - 4.6. The Hirer is responsible for all attendees and any damages caused.
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5. Access and Security

- 5.1. Access will be arranged via key, access code, or staff member.
 - 5.2. All facilities must be properly locked and secured after use.
 - 5.3. Loss of keys or damage must be reported immediately.
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6. Health & Safety

- 6.1. Hirers are responsible for the safety of their group.
 - 6.2. Fire exits must remain clear at all times.
 - 6.3. Hirers must familiarise themselves with emergency procedures.
 - 6.4. Any accidents must be reported on the digital Accident Report Form found at the First Aid box and in the Kitchen – scan QR code
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7. Outdoor Facilities – Sports Field, MUGA, Changing Rooms

- 7.1. Sports Field and MUGA use is weather-dependent. Damage from misuse may incur a charge.
 - 7.2. The MUGA is a shared community asset. No exclusive use unless booked.
 - 7.3. The Changing Rooms must be left clean. Showers and toilets are to be used responsibly.
 - 7.4. Floodlights (if applicable) must be switched off after use.
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8. Safeguarding & Insurance

- 8.1. Groups working with children or vulnerable adults must have appropriate safeguarding policies and DBS checks in place.
 - 8.2. Organisations may be required to provide Public Liability Insurance. Individuals hiring for private use may be exempt.
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9. Complaints and Contact

- 9.1. Complaints should be submitted in writing within 7 days of the hire.
 - 9.2. St Cleer Parish Council reserves the right to refuse or cancel bookings at its discretion.
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Section 2 – Booking Form

Please complete and return this form to the Clerk at Clerk@stcleerparishcouncil.gov.uk

A. Hirer Details

- Name of Organisation / Individual: _____
 - Main Contact Name: _____
 - Address: _____
 - Phone Number: _____
 - Email Address: _____
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B. Facility Required (tick all that apply)

- ☐ Meeting Room
 - ☐ Sports Field
 - ☐ Changing Rooms
 - ☐ MUGA (Multi Use Games Area)
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C. Booking Details

- Purpose of Hire: _____
 - Date(s) Required: _____
 - Time (Start - End): _____
 - Expected Number of Attendees: _____
 - Will children or vulnerable adults be present? ☐ Yes ☐ No
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D. Insurance & Safeguarding

- Organisation has Public Liability Insurance? ☐ Yes ☐ No
(If yes, please attach a copy.)
 - Safeguarding procedures in place (if applicable)? ☐ Yes ☐ No
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E. Additional Information or Requests

(Tables, chairs, power, equipment, etc.)

F. Declaration


I have read and agree to abide by the **Terms of Hire** set by St Cleer Parish Council. I accept full responsibility for the facility during the period of hire.

- **Signature:** _____
 - **Name (Printed):** _____
 - **Date:** _____
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Submit your completed form to:

The Clerk, St Cleer Parish Council

 Email: clerk@stcleerparishcouncil.gov.uk

 Phone: 07359768914

 Website: <https://www.stcleerparishcouncil.gov.uk/>